

**BY ORDER OF THE COMMANDER  
ELLSWORTH AFB**



**AIR FORCE INSTRUCTION 91-202**

**ELLSWORTH AIR FORCE BASE  
Supplement**

**4 DECEMBER 2015**

**Safety**

**THE US AIR FORCE MISHAP  
PREVENTION PROGRAM**

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**Air Force Instruction (AFI) 91-202, dated 5 Aug 2011 is supplemented as follows:** The purpose of this instruction is to establish the Mishap Prevention Program for all personnel assigned to the 28th Bomb Wing (28 BW), associated units, and tenant units assigned to Ellsworth Air Force Base (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Send comments and suggested changes to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to 2300 Vandenberg Ct, Suite 112, Ellsworth AFB, SD 57706.

**SUMMARY OF CHANGES**

The parent instruction and this supplement have been substantially revised and must be read in their entirety. This supplement adds additional guidance and may place more stringent requirements on units than that prescribed by the Air Force or Air Combat Command (ACC).

**1.5.15.21.1. Monthly Awards:** Monthly Safety Awards are due to 28th Bomb Wing Safety (28 BW/SE) office on the 21st of each month. If the 21st falls on a non-duty day, they will be due to 28 BW/SE on the last duty day prior to the 21st. The monthly awards are for a singular event that occurred within the 60 days prior to the due date to ACC, which is the 1st of the following month (i.e. submissions due 1 Sep to ACC can be for the 60 days prior to 1 Sep and are due to 28 BW/SE on 21 Aug). Templates may be obtained from 28 BW/SE. Monthly awards may be submitted for the following categories:

**Table 1.1. Monthly Award Categories.**

Aircrew
Crew Chief
Flightline
Ground
Pilot
Unit
Weapons

**1.5.15.21.2. (Added) Quarterly Awards:** Quarterly Safety Awards follow a Fiscal Year cycle. Quarterly Safety Awards are due to 28 BW/SE on the 21st of each month following the end of the quarter (i.e. 1st Qtr awards are due to 28 BW/SE by 21 Jan). If the 21st falls on a non-duty day, they will be due to 28 BW/SE on the last duty day prior to the 21st. The quarterly awards are for sustained safety performance throughout the quarter, not a one-time event. Templates may be obtained from 28 BW/SE. Quarterly awards may be submitted for the following categories:

**Table 1.2. Quarterly Award Categories.**

Flight
Ground
Weapons

**1.5.15.21.3. (Added) AF Annual Awards:** AF level annual awards will typically be due to 28 BW/SE the third week of Sep. Actual suspense dates will be announced when received from 12 AF and ACC. Categories and award formats are listed in AFI 36-2833, *Safety Awards*.

**1.5.15.21.4. (Added) ACC Annual Awards:** ACC level annual awards have no AF level equivalent. They will typically be due to 28 BW/SE the third week of Oct. Actual suspense dates will be announced when received from 12 AF and ACC. Categories and award formats are located in the ACC Awards Guide which may be obtained from 28 BW/SE.

**1.5.20.15. (Added) Flight/Weapons:** Squadron commanders will determine the frequency with which SAFSOs/ADFSOs and ADWSMs will brief the commander on the status of their respective programs. It is recommended that SAFSOs/ADFSOs and ADWSMs brief the status of their respective programs no less than quarterly. Document this status briefing in the electronic continuity book on the respective safety SharePoint site. Documentation may

include, but is not limited to, e-mail, meeting minutes/slides, or a separate unit-developed tracker.

1.5.20.16. **(Added)** 28 BW/SE will notify 28 BW leadership of the quarterly ACC Fatality Video Teleconference (VTC) date and time. Group/Squadron Commanders or designated representatives are encouraged to attend in the 28th Communications Squadron (28 CS) Video-Telecommunications Room in the Wing Command Post. The 28th Operations Support Squadron (28 OSS) auditorium will be set up to allow base personnel to observe the VTC. Groups will schedule personnel to attend the VTC as observers. It is recommended to rotate the personnel who attend the VTCs.

1.5.21.9. **(Added)** Accomplishment of the AF Form 4391, *High Risk Activities Worksheet* is mandatory for all military personnel performing high-risk activities as defined in Attachment 1 and Attachment 12 of AFI 91-202. Supervisors may designate additional activities as high risk activities.

1.5.21.12. **(Added)** AF Form 4392, *Pre-departure Safety Brief*, will be accomplished for all military personnel under the age of 26 involving travel by private motor vehicle for leave, PCS and temporary duty assignments outside the local area.

3.4.2. **(Added)** Safety Inspections: 28 BW/SE will follow a Fiscal Year inspection cycle. Each units' facilities on EAFB will be inspected annually, to include tenant units. This inspection will be combined with the unit's annual safety program assessment.

3.5.1.1. **(Added)** Unit Safety Representative (USR), Squadron Assigned Flight Safety Officers/Additional Duty Flight Safety Officers (SAFSO/ADFSO), and Additional Duty Weapons Safety Managers (ADWSM) will conduct and document a weekly spot inspection. Unit commanders may require more based upon the needs of the unit; the additional requirements will be documented in writing. All spot inspections will be documented in the electronic continuity book on the respective safety discipline's SharePoint site.

3.5.1.2. **(Added)** All 28 BW Safety disciplines (SEF, SEG, SEW) will conduct and document at least four spot inspections per month per person of base facilities, work centers, activities, or individuals. These requirements may be prorated as necessary for safety personnel on Leave or TDY.

3.5.1.3. **(Added)** Each 28 BW Safety discipline (SEF, SEG, SEW) will perform at least one spot inspection per month during other-than-normal duty hours.

3.8.1.1. **(Added)** Special Inspections of the child development center and approved day care homes will be conducted during the annual safety assessment. Playgrounds that are real property will be inspected annually before 15 May and will be coordinated with the owning organization. Equipment requiring repair will be placed off-limits by the using organization and work orders to repair/replace defective equipment will be submitted to 28th Civil Engineer Squadron, Customer Service (28 CES/CEOSC).

3.8.2.1. **(Added)** Sports field inspections will be conducted twice per year in Apr and Sep. They will be coordinated by the 28th Force Support Squadron (28 FSS) Youth Programs Director and the Sports Director no later than 15 days prior to the start of the appropriate season. The outdoor swimming pool preseason inspections will be coordinated by 28 FSS no

later than 15 days prior to the season opening and no later than 15 days after the season closing for the postseason inspection.

7.3.3.9. **(Added)** Midair Collision Avoidance (MACA) Program: Airfields located near EAFB or near 28 BW owned training airspace will be designated as either primary or secondary airfields based on the volume of civilian traffic that occurs at that airfield. Primary airfields will be visited at least once per year by 28 BW/SEF to conduct training on MACA and distribute MACA materials. Secondary airfields will be contacted annually and provided with MACA materials via e-mail and/or phone, but do not require annual visits. A list of primary and secondary airfields can be found in Attachment 21.

7.3.5.1.9. **(Added)** 28 BW Flight Safety (28 BW/SEF) will maintain an electronic master continuity book located on the Flight Safety SharePoint. SAFSOs will maintain an electronic Flight Safety continuity book in the respective squadron folder located on the Flight Safety SharePoint. The squadron electronic continuity books will mirror that of the 28 BW/SEF electronic continuity book and will follow the format listed in Attachment 20.

7.3.5.1.10. **(Added)** Each flying squadron will brief and document a minimum of two flight safety-related topics each month during the morning brief. Briefings should last approximately five minutes and should cover recent mishaps or other flight safety-related topics.

7.5.1. **(Added)** Mishap Board Training: 28 BW/SEF will contact MPF to run a query in Military Personnel Data System (MilPDS) monthly to identify personnel who have been Safety Trained and may potentially serve as safety board members.

8.5.1.1. **(Added)** Ground USRs will advise the commander on the status of the unit ground safety program on a monthly basis and it will be documented in the electronic ground safety management book located on the Ground Safety SharePoint site. Documentation may include, but is not limited to, e-mail, meeting minutes/slides, or a separate unit developed tracker.

8.5.5.1. **(Added)** Squadron USRs and supervisors will post safety information on unit Bulletin Boards in centrally-located places where personnel have ready access. The minimum items to be posted are:

8.5.5.1.1. EAFB VA-1

8.5.5.1.2. Blank AF Form 457, *Hazard Reports*

8.5.5.1.3. Instructions for completing the AF Form 457

8.5.5.1.4. AFVA 91-209, *Air Force Occupational Safety and Health Program* CA Form 10 (for work centers with Appropriated Funds civilians assigned)

8.5.5.1.5. LS Form 242 (for work centers with Non-Appropriated Funds civilians assigned)

8.5.5.1.6. Unit mishap reporting procedures

8.5.5.1.7. Seasonal mishap prevention briefs and other safety educational materials as needed or as directed

8.5.5.1.8. OSHA 3165 (for work centers with Appropriated or Non-Appropriated Funds civilians assigned)

8.5.3.1. **(Added)** USRs will ensure ground safety mishaps are reported to 28 BW/SEG staff via the ACC Form 164, *Ground Mishap Report*, within five duty days from the date of mishap. Contact 28 BW/SE as soon as possible for serious injuries resulting in hospitalization or quarters. 28 BW/SE may be contacted after duty hours through the 28th Bomb Wing Command Post. Supervisors will complete the ACC Form 164 with the mishap employee and ensure adequate preventive actions are taken to prevent recurrence. The ACC Form 164 will be routed from the supervisor through the USR to the unit commander, and then to 28 BW/SEG within the required five duty day timeframe. In the event the commander is off-station, the next highest person in the chain of command may sign the report.

8.5.11. **(Added)** Ground USRs will maintain an electronic ground safety management book on the ground safety SharePoint. If retention of an item is questionable, the USR should contact the 28 BW Ground Safety staff for guidance. See attachment 27

8.5.12. **(Added)** If the unit has special programs such as confined space, fall protection, lockout tag-out, or hazard communication, then the USR shall maintain a work center listing in Tab G of their SharePoint records. The listing shall indicate the name and office symbol of the work center, the required program(s) and a point of contact (name/grade/duty phone) for each program.

8.8.1.2.1. **(Added)** Department of Labor (DoL) Occupational Safety & Health Administration (OSHA) officials are authorized to enter and inspect, at reasonable times and without delay, all applicable DoD work places and environments within the United States, its territories and possessions where DoD civilians work. If these officials notify an entry controller of their intent to conduct an on-base inspection, 28th Security Forces Squadron (28 SFS) will notify 28 BW/SEG (385-7233). The 28 BW/SEG will dispatch an escort to the base gate. The safety escort will verify the OSHA officials' credentials, accompany the individual(s) to the installation commander's office and arrange for an opening conference. The inspector is required to initially report to the installation commander and must be accompanied at all times while on DoD installations.

8.8.1.2.2. **(Added)** The reasons for and type of inspection will be determined and specific inspection areas identified. An OSHA inspector is required to show proof of appropriate security clearance if access to classified material is required. The final responsibility for determining whether an OSHA inspector's official duties require possession of, or access to, any element or item of classified information, and whether the individual was granted appropriate security clearance by proper authority, rests upon the individual with authorized possession, knowledge, or control of the information and not upon the OSHA inspector. If an OSHA inspector requires entry to a restricted area, 28 BW/SEG will provide an authorized escort and assume responsibility for ensuring safe and secure conduct of the inspector throughout the visit as required by AFI 31-501, *Personnel Security Program Management*.

8.8.1.2.3. **(Added)** Upon request, 28 BW/SEG will arrange for photographic support.

8.8.1.2.4. **(Added)** Arrangements will be made for OSHA officials to interview or be accompanied by employees or employee representatives from the union during their visit.

8.8.1.2.5. **(Added)** The 28 BW/SEG escort will notify the staff judge advocate, contracting officer, quality assurance monitor on the contractor being inspected, or the director of the staff agency (OPR) involved, as applicable.

8.8.1.2.6. **(Added)** The 28 BW/SEG will immediately notify Headquarters Air Combat Command, Ground Safety (HQ ACC/SEG) and intermediate headquarters of the pending inspection and details of background, reasons for and/or type of inspection. A copy of citations that involve government furnished equipment or facilities will be forwarded to HQ ACC/SEG.

8.8.1.2.7. **(Added)** 28 BW/SEG will escort the inspector at all times while on base. The escort will also ensure the installation commander, or designated representative, and the contractor are provided the results of the inspection in a closing conference prior to the OSHA inspector's departure from the base.

8.8.1.2.8. **(Added)** The base Fire Chief, or designated representative, will attend opening and closing conferences for all DoL OSHA inspections. If the inspection involves fire safety issues, the Fire Prevention inspector will also accompany the 28 BW/SEG escort and OSHA inspector during the inspection.

8.8.1.2.9. **(Added)** The Bioenvironmental Engineer or designated representative will attend opening and closing conferences for all DoL OSHA inspections. If the inspection involves Occupational Health, the Bioenvironmental Engineer will also accompany the 28 BW/SEG escort and OSHA inspector during the inspection.

8.8.1.2.10. **(Added)** The Administrative Contracting Officer (ACO), or designated representative, for the contractor being inspected will ensure the OSHA inspector is thoroughly briefed on contract safety requirements.

8.8.1.2.11. **(Added)** The ACO, or designated representative, will accompany the inspector to the job site, and ensure the contract supervisor is aware of the inspector's presence and intentions in regards to the OSHA inspection.

8.8.1.2.12. **(Added)** The ACO, or designated representative, will ensure citations of contractor OSHA violations are sent to the contractor's principle business office.

8.8.1.2.13. **(Added)** The 28 BW/SEG escort will prepare a memo for record to document the OSHA inspection. This memo will record inspector's name, home office, date of inspection, personnel contacted, inspector's itinerary, inspection findings, personnel briefed and debriefed, citations issued, and any other significant information regarding the inspection. An e-mail message detailing the visit will be sent IAW AFI 91-202.

9.5.4.1. **(Added)** ADWSMs will maintain an electronic weapons safety management book on the weapons safety SharePoint. If retention of an item is questionable, the ADWSM should contact the 28 BW Weapons Safety staff for guidance. See Attachment 28 for Electronic Weapons Safety Management Book requirements.

KEVIN B. KENNEDY, Colonel, USAF  
Commander, 28th Bomb Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI31-501, *Personnel Security Program Management*, 27 Jan 2005, AFGM1

AFI36-2833, *Safety Awards*, 8 Feb 2011

AFI91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 2011

AFMAN33-363, *Management of Records*, 1 Mar 2008, AFGM 9 Apr 2012

AFVA91-209, *Air Force Occupational Safety and Health Program Visual Aid*, 25 May 1994

***Adopted Forms***

ACC Form 164, *Ground Mishap Report*

AF Form 457, *USAF Hazard Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2047, *Explosives Facility License*

AF Form 4391, *High Risk Activities Worksheet*

AF Forms 4392, *Pre-departure Safety Briefing*

CA Form 10, *What A Federal Employee Should Do When Injured at Work*

LS Form 242, *Notice to Employees*

***Abbreviations and Acronyms***

**28 BW**—28th Bomb Wing

**28 BW/SE**—28th Bomb Wing Safety

**28 BW/SEF**—28th Bomb Wing Flight Safety

**28 BW/SEG**—28th Bomb Wing Ground Safety

**28 CES/CEOSC**—28th Civil Engineer Squadron, Customer Service

**28 CS**—28th Communications Squadron

**28 FSS**—28th Force Support Squadron

**28 OSS**—28th Operations Support Squadron

**28 SFS**—28th Security Forces Squadron

**ACC**—Air Combat Command

**ACO**—Administrative Contracting Office

**ADWSMS**—Additional Duty Weapons Safety Managers

**AFMAN**—Air Force Manual

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**DoD**—Department of Defense

**DoL**—Department of Labor

**EAFB**—Ellsworth Air Force Base

**HQ ACC/SEG**—Headquarters Air Combat Command, Ground Safety

**MACA**—Midair Collision Avoidance

**MilPDS**—Military Personnel Data System

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**RDS**—Records Disposition Schedule

**SAFSO/ADFSO**—Squadron Assigned light Safety Officers/Additional Duty Flight Safety Officers

**TDY**—Temporary Duty

**USR**—Unit Safety Representative

**VTC**—Video Teleconference



## Attachment 22 (Added)

## GROUND USR APPOINTMENT LETTER EXAMPLE

DEPARTMENT OF THE AIR FORCE  
28TH [XXXXX] BOMB WING (ACC)

Ellsworth Air Force Base, South Dakota



Date

MEMORANDUM FOR 28 BW/SEG

FROM: 28 XXXX/CC

SUBJECT: Unit Safety Representative (USR) Appointment

1. The following personnel are appointed as USRs for the 28th [XXXX] Squadron IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

**Primary:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
Capt	John I. Doe		385-XXXX

**Alternate:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
SSgt	John I. Doe		385-XXXX

2. Member will contact the base Ground Safety Office to schedule training for this duty within thirty days of appointment. 28 BW/SEG can be contacted at 28bw.seg@ellsworth.af.mil or 385-7233.

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 23 (Added)

## WEAPONS SAFETY USR APPOINTMENT EXAMPLE

DEPARTMENT OF THE AIR FORCE  
28TH [XXXXXX] BOMB WING (ACC)

Ellsworth Air Force Base, South Dakota



Date

MEMORANDUM FOR 28 BW/SEW

FROM: 28 XXXX/CC

SUBJECT: Appointment of 28th XXXX Squadron Weapons Safety Representatives

1. The following individuals are appointed as Weapons Safety Representatives for the 28th [XXXXXX] Squadron IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

**Primary:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
Capt	John I. Doe		385-XXXX

**Alternate:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
SSgt	John I. Doe		385-XXXX

2. Weapons Safety Representatives will perform and document at least four spot inspections monthly in any of the following areas: (EDIT AS APPLICABLE)

- Operating/Storage Locations
- Transportation
- Munitions Storage Area Requirements
- Flightline Explosive Operations
- Squadron Vehicles
- ADWSM Continuity Book and Safety Board
- Licensed Facilities

3. 28 [XXXX] Training Section will review training monthly to ensure personnel have completed the training required to work on explosives as applicable.

4. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 24 (Added)

## SAFSO/ADF SO APPOINTMENT LETTER

DEPARTMENT OF THE AIR FORCE  
[XXTH] BOMB WING (ACC)

Ellsworth Air Force Base, South Dakota



Date

MEMORANDUM FOR 28 BW/SEF

FROM: XX BS/CC

SUBJECT: Squadron Assigned Flight Safety Officer (SAFSO) / Additional Duty Flight Safety Officer (ADF SO)  
Appointment

1. The following personnel are appointed as SAFSO/ADF SOs for the 28th [XXXX] Squadron IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

**SAFSO / Primary USR:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
Capt	John I. Doe		385-XXXX

**ADF SO / Alternate USR:**

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>Duty Phone</u>
SSgt	John I. Doe		385-XXXX

2. The primary SAFSO will also function as the Unit Safety Representative (USR) and should not be assigned additional duties as defined in AFI 91-202. The ADF SO will serve as the alternate USR and will assist the SAFSO in managing the unit safety program.

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander

**Attachment 25 (Added)****FLIGHT SAFETY CONTINUITY BOOK FORMAT**

The Squadron Flight Safety continuity book will mirror the following format. All other information will be at Squadron discretion:

1. Admin
2. Awards
3. Meetings
4. Inspections
5. Mishap Response
6. Trend Analysis
7. Hazard Reporting
8. MX Interaction
9. MACA
10. BASH
11. Squadron Safety Program
12. RM
13. Miscellaneous

**Attachment 26 (Added)****MID-AIR COLLISION AVOIDANCE AIRFIELDS**

1. The following airports are located within 60 NM of Ellsworth AFB:
  - a. Rapid City Regional (RAP)\*
  - b. Wall (6V4)
  - c. Sturgis (49B)\*
  - d. Black Hills – Clyde Ice (SPF)\*
  - e. Custer State Park (3V0)
  - f. Custer Co (CUT)
  - g. Hot Springs (HSR)
  - h. Edgemont Muni (6V0)
  - i. Mondell (ECS)
  - j. Belle Fourche Muni (EFC)\*
2. The following additional airports are located within 30 NM of the Powder River MOA:
  - a. Hulett Muni (W43)
  - b. Gillette Campbell Co (GCC)\*
  - c. Harding Co (9D2)
  - d. Broadus (00F)
  - e. Ekalaka (97M)
  - f. Baker (BHK)
  - g. Wiley (MLS)
3. Airports marked with an asterisk (\*) constitute the main risk due to a combination of high traffic and/or close proximity to Ellsworth AFB or the Powder River MOA, and are designated as primary airfields for MACA purposes. These airports will be visited in person at least once per year. The remaining airports are designated as secondary airfields and should be contacted via mail, telephone, or e-mail once per year to ensure distribution of the current Ellsworth MACA pamphlet.

**Attachment 27 (Added)****ELECTRONIC GROUND SAFETY MANAGEMENT BOOK REQUIREMENTS**

TAB A. Letters of Appointment/Record of Training

TAB B. Mishap Logs and Related Documentation

TAB C. Applicable Directives and Publications

TAB D. Assessments

- ▶ Annual assessment/inspection reports (Current plus two years)
- ▶ Annual safety self-assessment documentation

TAB E. Hazard Abatement Program

TAB F. General Correspondence: The USR should maintain the following items in this TAB:

1. Safety Briefings and other applicable mishap prevention materials distributed by the USR
2. Pertinent documentation relating to the safety program not contained elsewhere

TAB G. Applicable programs: If the unit has special programs such as confined space, fall protection, lockout tagout, or hazard communications, then the USR shall maintain a work center listing in this tab. The listing shall indicate the name of the work center, the required program(s) and a point of contact for each.

TAB H. Monthly Commander's Briefing Documentation

**Attachment 28 (Added)**

**ELECTRONIC WEAPONS SAFETY MANAGEMENT BOOK REQUIREMENTS**

TAB A. Letters of Appointment/Record of Training

TAB B. Explosive Operating Instructions

TAB C. AF Form 2047, Facility License and Justification Documentation

TAB D. Weapons Safety Lesson Plans, Test Documentation and Annual Changes

TAB E. Assessments & Inspections

- ▶ Annual Assessment/Inspection Reports (Current plus one year)

TAB F. Mishap Notification Procedures

TAB G. Miscellaneous

TAB H. Quarterly Commander's Briefing Documentation